

QUERNMORE PARISH COUNCIL

ANNUAL MEETING OF THE PARISH & MINUTES OF THE MEETING HELD ON 11th MAY 2026

Present: **Councillors:** J Alexander, B Carter, J Fox, A Johnson, S Morris, J Pye, J Townley, (Vice Chair)

Clerk: Laura McGowan

9 members of the public Lancaster City Councillors Joyce Pritchard and Peter Jackson, Lancashire County Councillor Shaun Crimmins

- Action
- 26/013 APOLOGIES FOR ABSENCE**
Councillors: G Kelsall (Chair)
- 26/014 ELECTION OF OFFICERS**
The following were elected to hold office: -
a) Chair - Cllr G Kelsall Proposed: Cllr Dickinson, Seconded Cllr Morris
b) Vice-Chair – Cllr Morris Proposed Cllr Alexander, Seconded Cllr Pye
c) Representatives to LAPTTC - the Chair and Vice-Chair
d) Responsible Financial Officer - the Clerk, Laura McGowan Proposed Cllr Morris, Seconded Cllr Alexander
- 26/015 OPEN SESSION**
Hampseys – Forum discussion around the planning quashing and poor management of the appeal process. City councillors are to take this further to Mark Davies Chief Executive, Lancaster City Council. Arrange a potential of face-to-face with Mark Potts/Mark Cassidy and members of the public were keen to take the story to the press. City councillors were applying pressure on the Council too.
The Solar panel installation rejection on Ty Nant was another disappointing outcome.
The request for a new defibrillator was discussed. The clerk had received a quotation from London Hearts and would make steps to purchase per the budget.
SPiD – The clerk would request costs of a camera – although this had not been possible in the 2026/27 budget plan.
The Parish Council received a request to put speed monitoring strips on Wyresdale Road. Clerk to request via Lancashire County Council.
- Clerk
Clerk
Clerk
- 26/016 MINUTES**
The Minutes of the previous Parish Council meeting held on 19 January 2026 were **confirmed** and signed as a correct record. Clerk to upload on to QPC website.
- Clerk
- 26/017 POLICE & COMMUNITY**
Sgt Lindsay Brown confirmed there had been no incidents in the previous month. Clerk has requested information back to January 2026.
Cllr Alexander requested monitoring of school parking situation by Police at peak times.
- Clerk

**26/018 AUDIT 2025/26
ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2025/26**

The Parish Council **resolved** to appoint E.Eccleston to act as Internal Auditor for this years accounts overview.

The Clerk reported that this year's audit this was being conducted by PKF Littlejohn and the Parish Council could certify as exempt from their review. The following had been actioned: -

1. The Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return will be posted on the website on 12 May 2026 with documents being available for inspection between the Monday 1 June 2026 and Monday 13 July 2026.
2. The final accounts and completed AGAR was circulated for the Council to view.
3. The Councillors **resolved** to approve the 'Certificate of Exemption – AGAR 2025/26 Form 2'. It was signed by the Chair and would be published on Council website before 1 June 2026.

Clerk

26/019 RISK ASSESSMENT

The Councillors resolved to approve the Risk Assessment for 2025/2026
Cllr Morris would check locations of benches for a further visual inspection.

Clerk
Cllr
Morris

26/020 GRANTS

The clerk had not received any requests to date via email but would ensure and check the process was clearly visible on the website for submitting forms. A completed form was received from Quernmore Chapel and the Councillors voted unanimously to award payment of £400.

Clerk

26/021 FINANCIAL MATTERS

The current balance is **£6138.08**
The precept (£ 5661.42) has been received and banked.

Authority is requested for the payment of: -

Purchase of Perspex to repair broken bus shelter	£ 84.19
HMRC PAYE on Clerks Salary Q3&Q4 2025	£ 121.48
Clerk's Salary Q1 Apr-June 2026 (payable 28 June)	£ 400.99
HMRC PAYE on Clerks Salary Q1 (Pmt to be made by direct debit)	£ 100.00
Clerk's Office Allowance (Q1 of annual allowance – payable June)	£ 103.81
LALC Membership (1/4/26-31/3/27)	£ 119.82
Service Charge Payment (per month)	£ 7.00
E. Eccleston (Internal Audit 2025/26)	£ 30.00

Clerk

It was resolved that the payments be made.

Proposed Cllr Morris, Seconded Cllr Townley.

26/022 PLANNING MATTERS – The following are reported:

Those highlighted will be removed from the next meeting agenda as resolved.

25/01158 /LB	Clougha Cottage Quernmore Brow Quernmore Lancaster LA2 9EG Listed building application for the demolition of existing garage and erection of a two-storey side extension incorporating a garage, reconfiguration of internal floor plan to existing cottage and barn and installation of replacement windows and external doors and internal wall insulation	Application permitted
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24/01068 /FUL	Crook O Lune Holiday Park Lancaster Road Quernmore - Retrospective application for the siting of 7 holiday chalets and construction of associated access road/hardstanding and alterations to land levels, extension of existing bases to plots 5 & 41 and construction of a retaining wall	Awaiting decision - PC no objections Clerk would log on LCC portal
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26/00099 /FUL	Blackwood End Farm Bay Horse Road Quernmore LA2 0QL- Conversion of barns into additional accommodation to the existing farmhouse and erection of a single storey rear extension with attached canopy	Application permitted
26/00058 /DIS	Land To The North East Of Kidds Transport Limited Caton Road Lancaster LA1 3PE - Discharge of condition 3 (Construction Environmental Management Plan) and 4 (details of fencing) on approved application 21/01351/FUL	Application permitted

26/023 DISTRICT COUNCILLORS' REPORTS

New Mayor will be appointed on Friday 15 May 2026.

County Councillor Crimmins shared an update on pothole repairs. Current spend was over £70 million plus but the backlog was estimated to be in excess of £850 million of repairs needed.

Clerk to embed link and process of how to report potholes on QPC website.

Clerk

26/024 ITEMS INTRODUCED BY MEMBERS (if any)

The matter of Hampsey's site was discussed in the open forum. It was **resolved** that the Parish Council would request a meeting with Lancaster City Council Planning at a high level to address the next steps in the process of appeal.

26/025 DATES OF 2027 MEETINGS

The next meeting would be held on Monday 5 October 2026 at 7.30pm and the subsequent one scheduled for Monday 7 December 2026. The clerk suggested the January meeting is too close to December in frequency and February might be more suitable of Monday 1 March, 2027.

The schedule for 2027 was **resolved** to be Monday 1 March 2027, Monday 10 May 2027, Monday 11 October 2027 and Monday 6 December 2027.

Clerk

Certified as a correct record _____ Vice-Chair)